

Little Traverse Bay Bands of Odawa Indians Job Posting

Job Title: Healthy Heart Administrative Assistant
Department: Community Health
Reports To: Community Health Manager
Status: Non - Exempt
Salary Range: \$11.85 to \$16.03 per hour / (\$24,648-\$33,342) annual
Level: 2
Opens: June 25, 2015
Closes: July 16, 2015
Terms: This is a grant funded position set to end September 29, 2016

SUMMARY

Provide administrative and programmatic support for Healthy Heart Program. Will work in a clerical capacity, provide program registration assistance, technical support for all program data, and will participate in the organization and implementation of Healthy Heart events. As a member of the Healthy Heart Team, the candidate will be expected to assist in obtaining the objectives and goals of the grant, as well as, in evaluation and documentation process thereof. This position will also focus on recruitment and retention of the potential and current healthy heart participants. This is a grant funded position that will end when the grant does.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Candidate will develop and maintain a good working relationship with co-workers, the grant Coordinating Center, IHS, other grantees, health professionals, and community agencies.

- Learn all aspects of the Healthy Heart Program.
- Remain in office as much as possible to triage phone calls and to be the point person for healthy heart referrals/recruit potential Healthy Heart participants and obtain lab results for data collecting.
- Initiate client paperwork/intake requirement forms, client registration and billing, direct services check-out and loans program forms.
- Connect healthy heart participants/families with community resources as needed and assist with the application process therein.
- Arrange interdepartmental referrals as needed. These referrals will include the traditional healer, behavior health, dietician/diabetes educator, smoking cessation, or other community resources as deemed necessary.
- Write monthly articles for the Odawa Newsletter.
- Complete monthly and quarterly reports.

- Composes and types routine correspondence. Coordinate and arrange meetings, reserve and prepare facilities, record and transcribe minutes of meetings.
- Take the lead on the development of a healthy heart Facebook page. Candidate will also be responsible for keeping the information posted current.
- Provides clerical support to the Healthy Heart Director and Data Specialist.
- Read and route incoming mail.
- Write monthly articles for the Odawa Newsletter.
- Complete monthly and quarterly reports.
- Organize and maintain Healthy Heart excel file system, which includes, but is not limited to client database, lab reports, direct services database, loan program database, program/ community events database and supplies/program materials database. Aggregate data will be used to evaluate effectiveness of interventions/programs etc.
- Coordinates travel arrangements and reservations for Healthy Heart Director and Data Specialist in accordance with LTBB governmental policy.
- Orders and maintains department office supplies and arranges for equipment maintenance.
- Maintains healthy heart grant book for compliance-expenditures for the Healthy Heart Program and monitors the budget.
- Assists with grant reports, applications and compliance with quarterly reports.
- Utilize the RPMS system to conduct statistical reports. This will include the input of information into the Diabetes registry and the export of data to Healthy Heart CC.
- Revise and maintain incentive program for Healthy Heart participants.
- Makes reminder calls to participants in regards to upcoming appointments and assessments.
- Attend all required webinar trainings.
- Plans and organizes Healthy Heart physical activity opportunities incorporating culture.
- Develop written policies and procedures as needed

OTHER SKILLS, ABILITIES, AND ATTRIBUTES

- Must have firsthand knowledge of the Little Traverse Bay Bands of Odawa Indians community.
- Must have the ability to work with and respect cultural and racial differences.

- Working knowledge of community resources related to program.
- Must be able to work independently
- Must be a self-starter
- Must keep and maintain accurate and confidential records.
- Must possess excellent interpersonal and organizational skills required.
- Must be a team player able to establish and maintain effective working relations with the general public, other agencies, and co-workers.
- Demonstrate an understanding of the culture of the Little Traverse Bay Bands of Odawa Indians and have the ability to integrate this knowledge into community project/activities.
- Must be familiar with Microsoft Office 2010, and possess general word processing and spreadsheet skills, specifically excel
- Ability to communicate effectively, both verbally and in writing with patients, family members, health professionals, paraprofessionals, and other staff members.
- Ability to communicate through electronic messaging, obtaining information into community project activities.
- Must have good organizational, verbal, and written skills.
- Must be able to give and accept constructive criticism related to the job or job performance.
- Must be a team player

EDUCATION/EXPERIENCE

Must possess a high school diploma or equivalent and at least 4 years related work experience within the health field.

Experience working with RPMS/EHR data base required.

Experience working face to face with clients (customers) is required.

Experience obtaining health statistics preferred.

A working knowledge of diabetes and diabetes control.

COMMENTS

Indian Preference will apply.